



MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training webinars to all Montgomery County Government (MCG) employees. These programs will help to increase the knowledge, skills and competencies of MCG employees.

October 2020 Training Opportunities – Space Available

Join OHR for these professional development live training webinars.

| Webinar Title | Audience | Date | Time |
|---|---|------------|-------------------|
| Management and Leadership: The Fundamentals | Supervisors and Managers | Oct 1 | 9 – 11 a.m. |
| Managing Employee Performance | Supervisors and Managers | Oct 1 | 9 – 11 a.m. |
| Building a Respectful Workplace | All Employees | Oct 5 | 2 – 3 p.m. |
| Interpersonal Communications (2-day class) | All Employees | Oct 5 & 12 | 9 – 11 a.m. |
| Montgomery County Gov't Online Print Shop Training | All Employees | Oct 6 | 1 - 3 p.m. |
| EEO and Diversity Management | Mandatory for all Supervisors and Managers | Oct 6 | 1 – 4 p.m. |
| Technical Writing | All Employees | Oct 6 | 1 – 3 p.m. |
| ERS Applying for Retirement- A,E,F,G,H,J – Retire on 12/1/20 | All Employees | Oct 7 | 9:30 – 10:30 a.m. |
| Overview of Contract Administration | Mandatory for MLS and Contractor Administrators | Oct 7 | 1 – 4 p.m. |
| Enhanced Employment Application and Qualification Process | All Employees | Oct 8 | 9 – 11 a.m. |

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| ADA as Amended: Employment Law Class | Mandatory for all Supervisors and Managers | Oct 13 | 9 a.m. – 12 p.m. |
| Advanced Strategies for Managing, Time, Stress, and Relationships | All Employees | Oct 9 | 9 – 11 a.m. |
| How to Deal with a Difficult Person | All Employees | Oct 13 | 1:30 p.m. – 3:30 p.m. |
| Managing Negativity in the Workplace | Supervisors and Managers | Oct 13 | 9 a.m. – 11 a.m. |
| Payment Processing | Required for all Contract Administrators | Oct 13 | 10 a.m. – 12 p.m. |
| Resolving Conflict in the Workplace | All Employees | Oct 13 | 11:15 a.m. – 1:15 p.m. |
| Aspiring Leader Conference | Aspiring Leaders, Supervisors, and Managers | Oct 15 | 9 a.m. – 12 p.m. |
| Ensuring Accountability in Timekeeping Managers and Supervisors | Mandatory for all Supervisors and Managers | Oct 15 | 10 a.m. – 12 p.m. |
| Intro to Managing in a Union Setting | All Employees | Oct 15 | 1 – 4 p.m. |
| Balance Work and Personal Life | All Employees | Oct 19 | 11:15 a.m. – 1:15 p.m. |
| Basic De-Escalation | All Employees | Oct 19 | 10 – 11 a.m. |
| Congratulations! Welcome to Management | All Employees | Oct 19 | 2 – 4 p.m. |
| Emotional Intelligence | All Employees | Oct 19 | 9 – 11 a.m. |
| Aspiring Leaders Discussion | Aspiring Leaders, Supervisors, and Managers | Oct 20 | 1 – 2 p.m. |
| Civility in the Workplace | All Employees | Oct 20 | 9 – 11 a.m. |
| Grammar: Correct Usage for the Winter | All Employees | Oct 20 | 9 – 11 a.m. |
| Interviewing and Selecting Employees | | Oct 20 | 9 a.m. – 12 p.m. |

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| | Mandatory for Interview Panel Members | | |
| Project Management Fundamentals 4-day Class (must attend all four days) | All Employees | Oct 20, Oct 21, Oct 27, Oct 28 | 9 a.m. – 12 p.m. |
| ERS Planning for Retirement- A,E,F,G,H,J | All Employees | Oct 21 | 9:30 – 11 a.m. |
| Health Insurance Planning for Retirement | All Employees | Oct 21 | 11 a. m. – 12:30 p.m. |
| Performance Management: Basics | Mandatory for all Supervisors and Managers | Oct 21 | 1 p.m. – 4 p.m. |
| Preventing Workplace Harassment | Mandatory for all Employees | Oct 21 | 9 a.m. – 12 p.m. |
| Overview of Workers' Compensation | Supervisors and Managers | Oct 21 | 1 p.m. – 4 p.m. |
| Substance Abuse: CDL: DOT Supervisor | Supervisors and Managers | Oct 22 | 9:30 a.m. – 12:30 p.m. |
| Transition: Staff to Supervisor | New or Aspiring Supervisors | Oct 27 | 9 – 11 a.m. |
| The Challenging Customer | All Employees | Oct 28 | 9 – 11 a.m. |
| 7 Habits of Highly Effective Supervisors | Supervisors and Managers | Oct 29 | 9 – 11 a.m. |
| Managing Staff Through Change and Stress | Supervisors and Managers | Oct 29 | 9:30 – 11:30 a.m. |

FY21 mandatory courses are highlighted for your convenience. Additional dates and times may be available. Log into Oracle Learning Management (OLM) using the links in the Enrollment Instructions section below. Search for the course name, entering one word from the title, and register for your desired course.

Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: **AccessMCGePortal**
- Contractors, volunteers **without** a MCG Computer Network Login: **AccessMCG ExtranetPortal**
- Enrollment Instructions: **Enroll in a Class**
- Employees should pre-register in advance for these virtual webinar classes. Webinar links are sent to pre-registered participants through Outlook Email 24-hours in advance of the class.

ADA Reasonable Accommodations

Please contact the OHR Training Line at 240-777-5116 or OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.